

Introduction

The *Preventing Sexual Harassment Guidebook* self-study course was developed to help Marketing and Regulatory Programs (MRP) employees carry out Agency programs and services in a non-discriminatory manner. The Guidebook offers information concerning federal laws and regulations as well as departmental, mission area, and agency policies concerning discrimination and harassment. In addition, participants are given practical information regarding how to prevent sexual harassment, understand their personal roles and responsibilities, recognize and respond appropriately to potentially harassing situations, and use the complaint system effectively.

Note: This publication provides simplified information on the Civil Rights Program for the Marketing and Regulatory Programs. It does not replace Federal regulations, manuals or other supporting documents, which prescribe information. Official information may be obtained from any USDA Civil Rights office.

How to use the Guidebook

The *Preventing of Sexual Harassment Guidebook* is a self-study course. Each participant is responsible for applying sufficient time and effort to satisfactorily complete all the requirements of the course.

To complete the course, follow these simple steps:

1. At your own pace, read through each section of material.

It may be helpful to make comments in the margins or write down questions you may have as they arise. Feel free to highlight, underline, or circle the text. Remember, this is your guidebook.

2. After thoroughly reading each section, complete the Section Reviews.

You'll find more information about the *Section Reviews* on the next page.

3. Continue reading each section of material and completing the Section Reviews.

Read the material for each of the five sections of the course and complete the questions and exercises for each section in the *Section Reviews* until you have reviewed all of the material in the course.

4. Keep a record of the total time you spend working on the course.

As you go along, keep track of the time you spend reading the material or completing the *Section Reviews*. You don't have to finish the course in one day. In fact, we suggest you take your time and carefully review the information.

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How to use the Guidebook (continued)

5. Complete the Course Evaluation and Affirmation of Course Completion.

Please return the Course Evaluation and Affirmation of Course Completion to your agency at the address indicated. These will be used to measure the effectiveness of the course and to give you official documentation and credit for completing the course.

6. Keep the Guidebook for later use.

Keep the Guidebook to answer questions you may have regarding sexual harassment, and to reference laws, regulations, and policies. Update the Guidebook with current information and policy statements you receive.

Section Reviews

The Guidebook offers the opportunity to gain practical, job-related examples of specific actions you can take to prevent and deal with potentially discriminatory situations in your work environment. The Guidebook offers you a chance to make Civil Rights a success in *your* work place. The *Section Reviews*, located at the end of each major section of the course, are critical exercises that relate civil rights principles to your particular circumstances.

The *Section Reviews* were developed to improve your knowledge of EEO laws and requirements, agency policy, and various issues concerning sexual harassment. The reviews were designed to assist in the exploration of those EEO implications relevant specifically to *your* day-to-day work situations and decisions that you must make as a MRP employee. Sufficient time must be devoted to the exercises and questions for you to benefit fully from the course.

IMPORTANT

Take your time completing the Section Reviews. Many of the questions and exercises provide a wide range of possible answers. Some questions may not necessarily have "right" or "wrong" answers. However, the Guidebook offers you some fundamental information that will guide you in answering the questions. Don't leave any of the questions blank. If you are not sure of an answer, refer to the section text to help form a response to the question.